

ERIE COUNTY
DEPARTMENTS OF PUBLIC WORKS AND EMERGENCY SERVICES

BUILDING INSPECTION FORM

Name of Building: _____

Address: _____

Inspection By (Name and Signature): _____

Inspection Date: _____

Telephone Number: _____ Contact Name: _____

FROM A WALK THROUGH OF THE BUILDING:

Are there any leaks? ☐ YES ☐ NO

Are any deflections evident? ☐ YES ☐ NO

FROM THE ROOF:

Type of Roof deck: ☐ Concrete ☐ Metal

How many different levels: _____

Are there parapet walls around the roof: _____

Are there any sky lights? ☐ YES ☐ NO

Are there mechanical units on the roof? ☐ YES ☐ NO

Are the roof mechanicals clear?
(If "NO", they must be cleared) ☐ YES ☐ NO

Are there any exhaust vents on the roof? ☐ YES ☐ NO

Are the roof exhaust vents clear?
(If "NO", they must be cleared) ☐ YES ☐ NO

What is the depth of snow: _____

What is the snow drift depth: _____

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FROM THE EXTERIOR EXAMINATION

Are there any icicles hanging? ☐ YES ☐ NO
(If "YES", all icicles are to be removed)

Are there any fresh cracks in the exterior masonry walls? ☐ YES ☐ NO

Are the Emergency Exits clear for egress? ☐ YES ☐ NO

INSTRUCTIONS

This form is intended to help assess buildings under your jurisdiction. This form must be completed, submitted to the Emergency Operations Center (EOC) prior to authorization of the facility being opened. If you have a form or process of your own which has been completed already, please attach that form to this one and forward to the EOC for authorization to open.

After the facility is opened, continue to look for leaks and perform necessary inspection as required.

If snow removal is required, it is recommended to have a roofing manufacturer representative present so as not to void any warrantee.

Snow removal on roofs is recommended to be accomplished using a plastic shovel.

If ice has developed in masonry cracks, special attention needs to be given to avoid leaks.

DISCLAIMER

This form and instructions are intended to be an aid in assessing the snow loads and potential problems with facilities. It is not intended to be a replacement for an evaluation by a licensed professional.